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Minimum Qualification Specifications
for the Class:

WORKERS' COMPENSATION VOCATIONAL REHABILITATION SUPERVISOR
(WORKERS' COMP VOC REHAB SUPVR)

Prerequisite Knowledge and Abilities Required:

Knowledge of: Workers' compensation laws and rules relating to vocational rehabilitation of industrially injured employees; principles and practices of vocational rehabilitation and rehabilitation training; occupations suitable for industrially injured employees and the physical requirements for performing such occupations; interviewing principles and techniques; available vocational related rehabilitation resources in the community; and basic psychological tests and measurements used in vocational counseling.

Ability to: Understand and explain the workers' compensation related vocational rehabilitation program objectives, procedures and benefits available; obtain, analyze and evaluate facts; prepare clear and concise written reports; establish and maintain effective working relationships with employees, employers, insurance carriers, rehabilitation agencies, attorneys and medical practitioners; understand and apply lay medical terminology; participate in program evaluation and development activities; and recommend staff improvements and develop training activities.

Basic Education Requirements:

Graduation from an accredited four (4) year college or university with a bachelor's degree which included a minimum of 12 semester credit hours in such courses as psychology, sociology, or other related social sciences. Excess work experience as described under General and Specialized Experience, below, or any other progressively responsible administrative, professional, or analytical work experience which provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree, with 12 semester credit hours in such courses as psychology, sociology or other related sciences, may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level, and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown below, or any equivalent combination of training and experience.

General Experience: One (1) year of progressively responsible professional work experience which has provided a general knowledge of training practices, techniques and requirements in one or more occupations. This experience must have involved the application of two or more of the following kinds of knowledge and skills:

1. Interview techniques;
2. Knowledge of various occupations and their requirements;
3. Social casework techniques;
4. Knowledge of the causes and problems of persons with physical and mental disabilities;
5. Counseling and/or guidance; and
6. Tests and measurements.

General Vocational Rehabilitation Experience: Two (2) years of progressively responsible professional work experience in one or a combination of the following types of experiences:

1. Vocational rehabilitation training as a regularly designated responsibility;
2. Vocational guidance and teaching work in a recognized vocational rehabilitation program or in a school for persons with disabilities;
3. Developmental work in programs of vocational rehabilitation located in an educational institution, government, business or industry;

4. Personnel placement or employment placement experience which has provided extensive knowledge of training and rehabilitation requirements necessary to place persons with disabilities in one or more broad occupational areas; and
5. Vocational rehabilitation counseling experience involving training and placing of persons with disabilities into gainful employment and assisting them with their adjustment to their daily environment.

Specialized Vocational Rehabilitation Experience: One (1) year of progressively responsible professional work experience in evaluating, certifying and regulating the efforts of direct vocational rehabilitation service providers. The experience must demonstrate the ability to independently evaluate the training and experience of potential providers to determine if certification qualifications have been met; evaluate the validity of rehabilitation plans and services developed for industrially injured employees; and to prepare and issue written determinations affecting the provision of services to injured employees (e.g., precluding an injured employee from enrolling in rehabilitation training, denying certification of a rehabilitation agency, disapproving a rehabilitation plan, etc.).

Staff Specialist Experience: One (1) year of Staff Specialist Experience in the field of workers' compensation related vocational rehabilitation services or related fields which involved developing or revising standards, policies, procedures, and techniques pertaining to program activity; giving technical advice and direction; gathering data to determine conformance with standards and requirements; conducting special studies; evaluating program effectiveness; recommending staff improvements; and developing training materials.

Supervisory Aptitude:

Applicants must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, or in similar work in which opportunities for demonstrating supervisory capabilities exist; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable

appraisals by a supervisor indicating the possession of supervisory potential.

Substitutions Allowed:

Possession of a master's degree with specialization in vocational rehabilitation counseling from an accredited college or university may be substituted for one (1) year of the General Experience or one (1) year of the General Vocational Rehabilitation Experience. Such degrees may be given in schools or departments such as psychology, education, social work, personnel and vocational guidance.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily.

Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is the first minimum qualification specification for the new class, WORKERS' COMPENSATION VOCATIONAL REHABILITATION SUPERVISOR (WORKERS' COMP VOC REHAB SUPVR).

DATE APPROVED: _____

JAMES H. TAKUSHI
Director of Human Resources Development